



Town of Underhill

Development Review Board

Sketch Plan Findings & Decision

Application of Seth & Alison Friedman Trust for a 2-Lot Subdivision

Seth & Alison Friedman Trust
144 Pleasant Valley Road
Underhill, VT 05489

April 1, 2019

During the March 18, 2019 meeting, the Development Review Board reviewed and accepted your sketch plan application for a 2-lot subdivision of property located at 144 Pleasant Valley Road (PV144) in Underhill, VT. This letter is provided per Section 7.3.D of the *Unified Land Use and Development Regulations* and is valid for one year. If a preliminary subdivision application is not filed within a year of the date this letter was issued, another sketch plan review meeting shall be required [Section 7.3.E].

SUBDIVISION CLASSIFICATION

This application was reviewed under the *Unified Land Use & Development Regulations* adopted March 2011, as amended through March 6, 2018. The subdivision process must distinguish between major and minor classifications. Due to the nature of your submitted proposal, the DRB has classified this as a “minor subdivision” [Section 7.2.E]. Also, please be advised that the Board voted to have separate preliminary and final subdivision review hearings, and therefore, a preliminary subdivision review hearing will be required per Section 7.5.

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan hearing, the proposed subdivision appears to have the potential to conform to the regulations. However, you and your consultant(s) should ensure that all subdivision review standards in Article VIII are addressed and satisfied, as well as all applicable preliminary subdivision requirements in Section 7.5 and applicable requirements of the current *Underhill Road, Driveway & Trail Ordinance*.

REVIEW CRITERIA & ISSUES TO BE ADDRESSED

This sketch plan letter outlines “specific areas of concern to address” per Section 7.3.D and is meant to provide recommendations and guidance to the applicant. During the sketch review meeting, the Board felt that the following items and concerns should be addressed in your application for preliminary subdivision approval:

1. All surface waters, including streams and brooks, wetlands and floodplains shall be identified and delineated on the submitted site plan;
2. The survey plat prepared by a licensed surveyor shall depict all easements and/or rights-of-way that are located on the existing parcel of land to be subdivided, including easements for potential utilities;

3. The applicant shall identify the well shield and isolation distances on the submitted site plans and how those distances will impact the adjacent property owners;
4. The applicant shall consider all components of the Article VIII Subdivision Standards, and submit a project narrative outlining the property's history, references to book and page numbers, as well as provide comments on any related issues pertaining to the aforementioned Article VIII Subdivision Standards. This narrative shall substitute the previously distributed Preliminary Subdivision Findings Checklist per § 7.5 of the *Underhill Unified Land Use & Development Regulations* that used to be required;
5. The site plan shall depict proposed building envelopes for the principal structure, as well as building envelopes for ancillary structures and on-site parking. These building envelopes shall depict the distance from the envelope itself to the property's boundaries. Also note that the building envelope shall exclude constraints such as steep slopes, streams, wetlands, etc., where feasible;
6. The applicant shall submit engineering drawings in conformance with the application requirements in the *Underhill Unified Land Use & Development Regulations*, specifically:
 - a. Areas of steep slopes, flood hazards, stream water setbacks, septic setbacks, and well shields, isolation distances; and
 - b. The requisite size culverts shall also be illustrated on the plans;
7. The Board is interested in seeing available meta data on any wildlife habitat blocks that are contained within the parcel and understanding the impact of development on the parcel relative to wildlife habitat and perceived wildlife corridors.
8. The Board had reservations regarding the driveway proposed to serve Lot 2. The applicant shall submit engineering drawings in conformance with the requirements of the *Underhill Road, Driveway and Trail Ordinance*, which shall address:
 - a. A turnaround area measuring 12 ft. by 37.5 ft. measured from the edge of the driveway;
 - b. All turning radii meeting the 35 ft. requirement;
 - c. Measuring the sight distances from where the proposed driveway meets Pleasant Valley Road; and
 - d. Exploring the feasibility of accessing the proposed Lot 2 from Jackson Hill Road (the Munson Subdivision);
9. An Application for Subdivision shall be submitted in accordance with the criteria listed in Section 7.5 "Preliminary Subdivision Review" of the *Underhill Unified Land Use & Development Regulations*;
10. The scheduling of a site visit prior to the preliminary subdivision review hearing.

Other preliminary subdivision review requirements are outlined in the accompanying Application for Subdivision and in the *Underhill Unified Land Use & Development Regulations*. The Board expects that all the requirements of the preliminary subdivision review application be satisfied.

PRELIMINARY SUBDIVISION HEARING - PROCESS

As mentioned above, the Board is requiring both a preliminary and a final hearing for your proposed subdivision. Therefore, the next step in the subdivision process is to hold a hearing(s) for the purpose of conducting preliminary subdivision review. The application requirements for this

step are detailed in Section 7.5 and Article VIII of the Unified Land Use & Development Regulations. Directly below is a general overview of that process:

The following documentation is to be submitted to the Zoning Administrator:

- Two full-size copies of the plat and engineering plans to scale, twelve 11" x 17" reduced copies of the plat and the engineering drawings, seven copies of draft legal documents, as well as the associated pdf digital files (which can be submitted by email).
- Information addressing the items under "Review Criteria & Issues To Be Addressed" (see above).
- Completed Application for Subdivision.

Once the completed application package is received, the site visit and preliminary hearing will be scheduled and warned. You will be asked to post a red "Z" sign on the lot no later than 15 days prior to the scheduled hearing. Planning & Zoning Staff will take care of the notice requirements, including certified mail to your neighbors and publication in a newspaper. The cost for notice and the newspaper fee is borne by you and will be included in the invoice with your preliminary decision.

An application form for the Preliminary Subdivision Hearing is included with this letter. The items listed in that application will aid in preparing your hearing submissions and will also aid the Board in reviewing the required documents.

After the Preliminary Subdivision Hearing, the Board will have 45 days to issue a written decision. You will receive a copy of the signed decision via certified mail. Any interested parties who participated in the hearing will also receive a copy of the decision. A 30-day appeal period will begin from the date of the signed decision. Preliminary approval is valid for one year from the date of issuance.

FINAL HEARING

Following the preliminary hearing you may submit a complete application for a final subdivision review hearing. The requirements and procedure for that step will be included in the letter accompanying your preliminary decision.

If you have any questions or need assistance with the required submissions, please feel free to contact me by phone: (802) 899-4434, ext. 106; or by email: astrniste@underhillvt.gov.

Sincerely,



Andrew Strniste

Planning Director & Zoning Administrator

cc: Brad Holden, 60 Covey Road, Underhill, VT 05489
Willis Design Associates, P.O. Box 1001, Jericho, VT 05465
Mary & David Wright, 11 Pinnacle Ridge, Underhill, VT 05489
Philip & Linda Lewellen, 13 Jackson Hill Road, Underhill, VT 05489

David & Misak Weaver, 47 Jackson Hill Road, Underhill, VT 05489

encl: Application for Subdivision: Preliminary
Final Sketch Plan Review Meeting Invoice (x2)